

ATTACHMENT 1

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ATTACHMENT 1

NETWORK INTERCONNECTION & INTEROPERABILITY FORUM (NIIF)

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- Attachment D: Network Installation and Maintenance Committee (NIMC) Uniqueness
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1. INTRODUCTION

1.1 Purpose

THE PURPOSE OF THIS DOCUMENT IS TO OUTLINE THE APPROPRIATE PRINCIPLES, GUIDELINES AND PROCESSES IN A WAY THAT PROVIDES THE NECESSARY GUIDANCE FOR ALL PARTICIPANTS OF THE NETWORK INTERCONNECTION INTEROPERABILITY FORUM (NIIF) AND ITS SUBTENDING COMMITTEES TO MANAGE THE DELIBERATION OF ISSUES SO THAT TELECOMMUNICATIONS INDUSTRY PARTICIPANTS AND REGULATORY AGENCIES ARE ASSURED THAT DUE PROCESS IS AFFORDED TO ALL SEGMENTS OF THE INDUSTRY.

1.2 Motivating Premise

With the appropriate Principles and Procedures in place, the NIIF and its standing committees should provide the best possible venue for the deliberation of telecommunications issues under its purview.

1.3 Background

The Network Interconnection Interoperability Forum (NIIF) and its standing committees were formed in 1996 as a result of an Alliance for Telecommunications Industry Solutions (ATIS) Board mandate to consolidate three forums: the Industry Information Liaison Committee (IILC), the Industry Carrier Compatibility Forum (ICCF) and the Network Operations Forum (NOF). This was done to create a more efficient and effective environment to meet the needs of Telecommunications Service Providers, Enhanced Service Providers and Service Customers. The forum consists of five standing committees: the Network Interconnection Architecture Committee (NIAC), the Network Management Committee (NMC), the Network Rating & Routing Information Committee (NRRIC), the Network Testing Committee (NTC) and the Network Installation & Maintenance Committee (NIMC). The first official meeting of the NIIF was held on January 6 - 10, 1997. The leadership of the forum and its standing committees is provided by the participants, subject to meeting the criteria as outlined in the Carrier Liaison Committee (CLC) Principles and Procedures.

1.3.1 ATIS Organizational Structure

For additional information in regards to the organizational structure of ATIS and its forums please refer to Attachment A.

1.4 Mission Statements

The following mission statements for the NIIF and its standing committees have been developed and adopted by the participants. These mission statements shall be subject to revision under the CLC Principles and Procedures.

1.4.1 NIIF Mission Statement

The Network Interconnection/Interoperability Forum (NIIF) is a forum under the Carrier Liaison Committee (CLC). The NIIF provides an open forum to encourage the discussion and resolution, on a voluntary basis, of industry-wide issues associated with telecommunications network interconnection and interoperability which involve network architecture, management, testing and operations and facilitates the exchange of information concerning these topics.

1.4.2 NIAC Mission Statement

The Network Interconnection/Architecture Committee provides an open forum to address and resolve industry-wide issues associated with telecommunications network architecture and technical interconnection, including Open Network Architecture (ONA) and/or network interaction, and facilitates the exchange of information concerning these topics.

1.4.3 NTC Mission Statement

The Network Testing Committee provides the opportunity for participating service providers and vendors/manufacturers of telecommunications equipment to develop test scenarios and scripts, as well as perform tests in a controlled environment. The committee facilitates the exchange of information regarding the interoperability of networks and equipment (hardware and software) and specific applications towards maintaining the highest standards of network reliability and integrity.

1.4.4 NIMC Mission Statement

The Network Installation and Maintenance Committee provides an open forum to address and resolve industry-wide issues related to the Installation, Maintenance and Testing guidelines for exchange access, interconnected telecommunications and signaling networks to promote industry progress and network reliability, and facilitates the exchange of information concerning these topics.

1.4.5 NMC Mission Statement

The Network Management Committee provides an open forum to address and resolve industry-wide issues related to the network management activities associated with interconnected telecommunications and signaling networks to promote industry progress and network reliability, and facilitates the exchange of information concerning these topics.

1.4.6 NRRIC Mission Statement

The Network Rating & Routing Information Committee provides an open forum to address and resolve issues associated with local exchange rating and routing mechanisms, including associated data bases, and related topics, to facilitate the exchange of information concerning these topics to support maintaining the highest standards of network rating and routing information and integrity.

1.5 Modifications of this Document

This document is intended to be a living document, therefore subject to revision and upgrading under the CLC Principles and Procedures.

1.6 General Operating Principles

This section outlines the General Operating Principles of the NIIF and its standing committees.

The NIIF and its standing committees operate under the auspices of the CLC and follow its guidelines. All principles and guidelines will be complementary and supportive of the CLC Principles and Procedures as outlined in Attachment B.

The NIIF addresses issues and develops consensus resolutions which become industry agreements. These agreements are not industry standards and implementation of these agreements is entirely voluntary.

The NIIF can work most efficiently and effectively when representatives are knowledgeable on the subject matter and in attendance. Therefore, participants should be well prepared to discuss the agenda topics and to speak authoritatively on behalf of their companies.

Participation is voluntary and will remain open to all interested parties.

NIIF documents are available to all interested parties. These are available on the Internet at the following address (<http://www.atis.org>). In some cases, a fee may be charged for the NIIF documentation as determined by ATIS per the direction of the forum participants.

Meeting attendees are not to produce verbatim meeting records without the advance consensus of the Forum, Committees or sub-committees.

All decisions/resolutions shall be achieved via the consensus process as defined in the CLC Principles and Procedures (Attachment B).

In accordance with the antitrust laws, competitively sensitive information including pricing, market allocation and individual company competitive plans shall not be discussed. However, realizing every issue has business implications (e.g., implementation costs), discussion and resolution shall not be inhibited nor precluded by these business implications. It is recognized that costs may be a factor in implementation decisions.

Committee activation and meeting schedules will be driven by industry interest, as determined by the General Session of the NIIF.

Any participant can request attribution for any statement made during the meeting.

2. MEETING SCHEDULES

This section outlines the guidelines for determining meeting scheduling to facilitate issue resolution as soon as is practical.

Meeting frequency and schedules shall be determined by the participants of each of the standing committees and the General Session participants. For the General Session and each standing committee meeting schedule refer to the sub-sections below.

2.1 General Session

A General Session of the NIIF will be held when the majority of the committees meet to deliberate issues.

The placement of the General Session during the week long deliberations will be based on the consensus of the NIIF participants.

There may be occasions when interim General Sessions need to be held in order to address specific topics.

2.2 Committees Meetings

As much as is practical the NIAC, NMC, and NIMC shall meet in series with the sequence of committee meetings to be determined by participants of the General Session.

The frequency of all meetings will be based on the need to address and reconcile issues in the best interest of the industry. Normally the NIIF General Session, NIAC, NMC, NTC and NIMC will meet six (6) to seven (7) times per year. The NRRIC will meet three (3) or four (4) times per year.

Interim meetings and conference calls can be sanctioned or non-sanctioned and shall be based on the need to address and reconcile issues and shall be at the discretion of the participants of the committee(s). A sanctioned interim meeting or conference call is one that is established and conducted under the NIIF guidelines, requires official secretarial support and agreements reached will be binding as they pertain to the output of the forum. Any other type of meeting or conference call shall be determined to be non-sanctioned.

3. COMMITTEE STRUCTURE

This section outlines the structure of committees from the following perspectives, Uniqueness, Formation and Disbandment.

3.1 Uniqueness

Each committee has been formed to address and reconcile particular areas of responsibility associated with telecommunications services. The mission statement of each committee identifies the particular area of responsibility for that committee. In addition, there are some specific considerations that need to be taken into account as issues are addressed and reconciled. These considerations are delineated below by committee.

- A. **Network Interconnection Architecture Committee**
 - Committee documentation uniqueness
 - Enhanced Service Provider (ESP) Service Request - (Uniformity Process, Attachment C)
 - Enhanced Service Provider (ESP) Informational Requests
- B. **Network Installation and Maintenance Committee**
 - Committee documentation uniqueness (Attachment D)
- C. **Network Management Committee**
 - Committee documentation uniqueness (Attachment E)
- D. **Network Testing Committee**
 - Committee documentation uniqueness (Attachment F)
- E. **Network Rating and Routing Information Committee**
 - Committee documentation uniqueness (Attachment G)

3.2 Committee Formation

The General Session of the NIIF shall have the prerogative to form additional standing committees and the standing committees shall have the prerogative to form sub-committees as they deem necessary to address and reconcile issues. Such formation of a standing committee and or sub-committee shall be subject to approval of the CLC. As a principle, any committee that is formed should complement the current committees that are in place.

In the event that a standing committee is formed, the participants of the committee will generate the appropriate mission statement to identify its uniqueness.

3.3 Disbandment

The disbandment of a standing committee will be based on the consensus of the appropriate committee participants, the consensus of the General Session, and the approval of the CLC. The disbandment of a sub-committee is predicated on the work being completed that they were chartered to perform or they are disbanded by the standing committee based on consensus.

3.4 Issue Review and Facilitation

Each committee is structured to enable Co-chairs or delegates to facilitate the discussion of issues assigned to their committee. The following is a list of items to assist the Co-chairs in this task:

- Review:
 - Issue Identification Form
 - Interim or prior activities, if applicable
 - Action items from previous meetings
 - Overall documentation
 - Existing contributions
 - Ensure the consensus resolution addresses the issue and that the appropriate location for placement in the documentation is identified, prior to initial closure
- Facilitate:
 - Issue and contribution discussion
 - Ask for additional contributions
 - The discussion for issue closure and issue resolution statements
 - Tracking of issues for agreements reached for inclusion in the appropriate documentation
 - Setting up dates, times, conference bridges and locations if the committee determines the need for interim meetings or conference calls

Recap and review action items, including new ones determined in issue discussion

4. NIIF FUNCTIONAL AREAS

4.1. General Session

The General Sessions are designed to move issues to final closure, review and approve issues accepted by committees, accept new issues for assignment to the appropriate committee, and provide administrative support to the committees.

The functions associated with the General Session are as follows:

- Handle general administrative items
- Provide a venue for the acceptance and closure of issues
- Provide an update of committee activities that have taken place since the last General Session
- Review and approve external correspondence prior to remanding to the CLC

- Provide the medium by which the receipt of liaisons from other forums are distributed
- Generate the upcoming schedule for the next NIIF based on input from all committees
- Manage the development and revision of the NIIF Principles and Procedures
- Provide a venue for the management of questions associated with due process or lack thereof for all of the committees
- Identify future hosts for meetings
- Develop the calendar for future meetings

4.2 NIAC Functional Areas

- Interconnection/Internetworking
- Network Functionality to Support Enhanced Services
- IN/AIN
- Signaling/Switching
- Mediation
- Call Triggers
- ISDN
- Unbundled Elements
- Unbundled Services
- Requests for ONA Service Elements
- OSS Access
- Notification (Network Enhancements)
- Protocol

4.3 NIMC Functional Areas

- Trouble Management
- Installation Guidelines
- Installation and Maintenance Testing Guidelines
- Maintenance Guidelines
- Facility Guidelines
- Maintenance Windows
- Notification (Maintenance and Trouble)
- Signaling Operational Issues (e.g. SS7)

4.4 NMC Functional Areas

- Traffic Management
- Notification (Traffic Affecting: Network Outages and Changes)
- Mass Calling

- Emergency Communications
- Security
- Test Line Coordination

4.5 NTC Functional Areas

- Internetwork interoperability testing for network nodes and services
- Test Scenarios
- Test Scripts

4.6 NRRIC Functional Areas

- Local exchange rating and routing mechanisms (e.g., informational sources, data bases)
- Line information data bases

5. RESPONSIBILITIES

This section outlines the responsibilities of the participants and leadership of the NIIF.

5.1 Moderator Responsibilities

This section outlines the responsibilities of the Moderator of the NIIF:

- Facilitate the General Session of each NIIF meeting
- Review with all participants their expected behavior for the meeting
- Work with the NIIF Committee Administrator to develop and publish the agendas for future General Sessions
- Interpret and apply the CLC Principles and Procedures where necessary to assist in maintaining a cohesive, unbiased and constructive environment at NIIF General Sessions as well as at the committee level, as required
- Prepare external correspondence for review and approval by the NIIF participants prior to distribution per the CLC Principles and Procedures
- Adjudicate, as necessary, any procedural situations that cannot be resolved during discussions
- Provide input to ATIS as required on forum activities for public relations purposes
- Provide a progress report to each CLC meeting
- Act as an interface to other ATIS forums (in the absence of an official liaison)
- Attend those standing committee meetings that do not meet on the same schedule as the majority of the forum committees, this specifically addresses

- Develop, when necessary, the appropriate documentation for presentation to the CLC for issues placed in a "No National Agreement" status. This information shall be subject to approval of the General Session
- Develop, when necessary, the appropriate recognition letters for Co-chairs Hosts and participants as required
- Represent the NIIF in the public sector when requested
- Represent the NIIF at the Network Reliability Steering Committee (NRSC) meetings
- Facilitate real time minutes review during NIIF General Session on a regular basis
- Review the requirements of the NIIF to facilitate a smooth and productive meeting
- Start and end the meetings on time
- Test for consensus on issues under discussion at NIIF General Session to determine if further discussion on a subject is required
- When the question arises regarding verbatim records during the monologue if a participant states an intention to take verbatim records, participants should be asked if there are any objections to the identified party/parties taking verbatim records
- Ensure that NIIF documentation is available on the NIIF page within the ATIS web site per the CLC Principles and Procedures
- Work with the Assistant Moderator to develop all external correspondence
- Notify the Assistant Moderator in the event you are unable to attend the NIIF General Session
- Review documentation prior to publication
- Prepare Annual Report

5.2 Assistant Moderator Responsibilities

This section outlines the responsibilities of the Assistant Moderator of the NIIF:

- Assume the responsibilities of the Moderator if the Moderator is absent/unavailable
- Assist the Moderator as necessary
- Interface with ATIS regarding NIIF documentation posted to the NIIF page within the ATIS web site
- Notify the Moderator in the event you are unable to attend the NIIF General Session

5.3 Committee Co-Chairs Responsibilities

This section outlines the shared responsibilities of the NIIF Committee Co-chairs:

- Facilitate discussion of each issue presented for industry deliberations
- Follow suggested items listed in Section 3.4: Issue Review and Facilitation
- Provide an opportunity for every new contribution to be presented and discussed
- Maintain a cohesive and constructive environment during issue discussion
- Ensure that meetings are conducted in a fair and unbiased manner
- Ensure adherence to the guidelines as outlined in this document and the CLC Principles and Procedures
- Develop all necessary correspondences from the committee to the participants or between committees of the forum and obtain approval by all committee participants prior to distribution
- Develop issue related external correspondence, as necessary, and provide it to the Moderator and the Assistant Moderator
- Facilitate the development of issue statements associated with liaisons received, if required
- At the end of each committee meeting request a show of hands of people planning to attend the next meeting of that committee
- Conduct an audit of the meeting effectiveness at the end of each meeting and provide the results as input to the General Session for consideration
- Provide to the Moderator 15 days prior to the date of the publication of the ATIS newsletter key items with the appropriate data to generate the ATIS newsletter
- Generate or provide input for participant recognition letters
- Perform a review of the operating principles as outlined in the pre-meeting monologue
- Work with the NIIF Committee Administrator to develop and publish the agenda for future committee meetings
- Facilitate real time minutes review during committee meeting on a regular basis
- Acknowledge all participants when their hands are raised to solicit their respective input
- Start and end the meetings on time
- Prior to the close of issue discussion ensure that a path forward is developed (action items, requirements for contributions, etc.)
- Review each issue that is on the agenda, even if the issue has not been and will not be discussed during the current meeting
- When sanctioned interim meetings are held, a brief overview of the content of the meeting should be provided at committee and General Session (i.e., agreements reached, and available documentation)

- When the question arises regarding verbatim records during the monologue if a participant states an intention to take verbatim records, participants should be asked if there are any objections to the identified party/parties taking verbatim records
- Coordinates with other company representatives as required
- Notify your Co-chair in the event you are unable to attend a committee meeting

5.4 Participants Responsibilities

This section outlines the responsibilities of the participants of the NIIF:

Participants will:

- Be familiar with, understand, and support the processes and procedures utilized by the CLC and the NIIF
- Be cognizant of, and be prepared to address all issues and assist in helping to reconcile them in the best interest of the industry
- Be recognized by raising one's hand and being acknowledged by the forum Moderator, standing committee Co-chairs, or designee, before speaking
- Refrain from saying anything that could be potentially offensive to any participant
- Refrain from attacking a participant's motives
- Confine one's remarks to the merit of the question or issue under discussion
- Refrain from speaking adversely on prior actions or issues not pending
- Refrain from disturbing the meeting
- Recognize, understand and be sensitive to anti-trust laws
- Provide to the NIIF Committee Administrator contact information to include, telephone number facsimile number, electronic mail address and emergency contact information (name and telephone number)
- Provide a contribution when the participant is the Issue Originator to initiate discussion towards issue resolution
- When required, pay their pro rated meeting costs, when costs are recoured back to meeting attendees and actively seek out the host company representative to ensure that cost obligations are met
- Be prepared to start on time as published in the agenda
- Inform the hosting company, in advance, of their intention not to stay at the hotel of the designated meeting site

5.5 Committee Administrator's Responsibilities

The following is a set of requirements for the Committee Administrator of the NIIF and its sub-tending committees:

- Attend and take real time minutes at all sanctioned meetings and conference calls (NIIF General Session, NIM, NIA, NM, NRRIC and NT)
- Distribute all meeting records with attachments via e-mail, ATIS web page or paper copy, as required
- Update and maintain all NIIF documents based on input from committees, track issues and update issue identification forms
- Update and maintain NIIF pages within the ATIS web site
- Develop, compile and distribute meeting agendas in coordination with committee Co-Chairs
- Publish and distribute future meeting announcements (based on input from host)
- Maintain roster of attendees and participant emergency contact list in a protected file
- Provide documentation upon request
- Maintain historical documentation of all issues (closed, withdrawn, etc.)
- Incorporate all closed issues into the NIIF documentation, where applicable
- Issue standing documents on a yearly basis or as required
- Advise participants of documentation posted to the NIIF page within the ATIS web site via e-mail
- Maintain NIIF calendar of historical and future meetings and conference calls

5.6 ATIS Responsibilities

ATIS to provide semi-annual read-out of expenditures and forecasting of funding. The fee schedule is outlined in Section 14 of this document.

- Web Site
- E-mail support
- Legal oversight
- Administrative Infrastructure

6. ISSUE HANDLING

This section provides additional guidelines for the handling of issues above and beyond those articulated by the CLC issue guidelines. CLC Principles and Procedures are provided in Attachment B.

6.1 Issue Acceptance

Issues should, whenever practical, be introduced to the NIIF at the General Session. However, due to particular circumstances, issues may be introduced at the committee level. When issues are introduced and accepted at the committee level, work may commence, however, the issue must be formally accepted at a General Session in order for work to continue.

Issue acceptance procedures will follow those outlined by the CLC (Attachment B).

Upon the presentation of a proposed issue for acceptance, clarification of the issue should take place, however, working the issue should be deferred until the issue has been remanded to the appropriate committee and placed on their agenda for discussion.

For tracking purposes, a newly accepted issue will be assigned the next number available in the NIIF numbering sequence.

When consensus is reached at the committee level to change an Issue Statement, the suffix "Rn" (where "n" equals the revision number) will be added to the assigned issue number. The date of revision shall be noted in the issue discussion section of the issue form. All Issue Statement revisions must be accepted at the next General Session.

The issue number shall remain with the issue throughout the forum process.

6.2 Issue Discussion

This section outlines guidelines for issue discussion.

All points of decorum addressed in this document should be used to facilitate issue discussion in a productive manner.

All points of view shall be solicited and considered in regards to an issue.

Contributions (see Section 7.6 Contributions) should be utilized to the fullest degree possible to assist in issue discussion and may be used as a means to develop a straw proposal.

When a point of contention exists, the consensus process should be used to move the group toward the agreement of a particular point.

All "Agreements Reached" during issue discussion should be recorded in the meeting minutes and updated on the issue form.

Where issue discussions result a in resolution, such resolutions should normally be incorporated in an existing document or a new document.

In the event that diligent efforts to reach issue resolution are unsuccessful, the issue will be placed in a "No National Agreement" status for referral to the CLC (See the CLC Principles and Procedures, Attachment B).

During issue discussion, if it is agreed that the Issue Identification Form should be modified, the modification should have the concurrence of the issue originator and consensus of the standing committee and the General Session. If the issue originator or their company is not present during these discussions, then the originating company will be contacted regarding the proposed modification to the issue.

The leadership of the committee where the issue is being discussed will be responsible for contacting the originating company to determine their perspective on the proposed modification. In the event this perspective cannot be obtained within two meeting cycles, the committee has the prerogative to accept the modification to the Issue Identification Form.

Any participant can request attribution for any statement made during issue discussion.

6.3 Issue Withdrawal

This section outlines additional guidelines and the process for issue withdrawal.

The company that created an issue has the prerogative of withdrawing their issue.

If the originating company is not represented, and the committee has determined that the issue should be withdrawn, then the committee leadership will contact the originating company to determine their perspective on the proposed withdrawal. In the event this perspective cannot be obtained within two meeting cycles the committee has the prerogative to withdraw the issue.

In the event that there is no longer a representative of that company, association etc., in the committee, then the committee as a whole shall have the prerogative of withdrawing the issue. Such withdrawal will be based on the consensus of the committee.

6.4 Issue Closure

This section outlines the processes and guidelines for issue closure.

The standing committee Co-Chairs of the NIIF will submit at General Session any and all issues for final closure by the General Session participants. Prior to being presented for final closure, the participants of the committee that has addressed the issue shall agree upon the content of the resolution statement by the consensus procedure. The resolution statement to the issue will be included on the issue form.

The development issue resolution should include the placement of the information will be in the appropriate NIIF documentation. In the event that a resolution results in the generation of a new document, the committee shall agree on the contents and the format prior to consensus being called. Once consensus is achieved then the issue will be deemed in initial closure for presentation to the General Session.

If during the process of issue closure, the participants of the General Session determine that the issue requires further deliberations, then the issue will be remanded back to the appropriate committee to be addressed prior to the issue being reintroduced to the General Session.

If during the process of issue closure, an objection is raised to the final closure of an issue, then the objecting company has the opportunity to have their objections noted in the meeting minutes with the appropriate attribution (company name).

6.5 Issue Status

This section outlines the different types of "status" that an issue will be placed in for administrative purposes. An issue will be placed in the appropriate status based on the consensus of committee participants.

6.5.1 Active

An issue which has been accepted and is currently being addressed by the NIIF.

6.5.2 Initial Closure

The NIIF has completed its work and is serving notice to the industry that the issue is moving to final closure.

6.5.3 Final Closure

Official notification to the industry that consensus has been reached on the resolution of an issue and the issue is closed.

6.5.4 Tabled

An issue which has been addressed to some degree by the NIIF but is inactive awaiting further information.

When an issue is in a tabled status, and an interested party wishes to provide additional information to the issue, it may be placed on the agenda under old business.

In order for a tabled issue to be worked, the committee will agree to change the status from tabled to active for placement on the agenda for a future meeting.

All tabled issues will be reviewed at the last meeting of the calendar year to ascertain if an issue should remain in a tabled status or should be moved to a different status.

6.5.5 Withdrawn

An issue that was accepted and later withdrawn by the originating company or the consensus of the NIIF in the absence of the originating company (see Section 6.3: Issue Withdrawal).

6.5.6 No National Agreement

National Agreement has not been reached. In such circumstances, the NO NATIONAL AGREEMENT process as outlined in the CLC Principles and Procedures shall be followed.

7. DOCUMENTATION

This section outlines the general requirements for NIIF documentation.

7.1 New Issues

When a new issue is presented, the issue originator should provide a copy of the issue on view graphs, at least fifty (50) paper copies for the participants and a "soft" copy of the issue on a diskette (3 1/2" 1.44Mb) (Microsoft Word 6.0, PC format).

7.2 Issue Resolution

The NIIF Committee Administrator will insert the resolution of an issue into the appropriate documentation when applicable and based on the direction of the committees. The resolution should reflect the agreements reached during the resolution of the issue.

7.3 Minutes

In general the format of the minutes for the NIIF and its sub-tending committees may be in either a summary format, real time or a combination of both. The committee should agree upon which format meets their immediate needs. At present the consensus for all committees of the NIIF are to use real time minutes.

Real time electronic minutes shall be posted to the NIIF page on the NIIF page within the ATIS web site within 10 business days after the conclusion of the meeting as defined in the CLC procedures, with an exception list for those participants to receive paper which will be provided within 20 business days.

Where summary minutes are utilized in the forum process a minutes review committee shall be formed. The minutes review committee shall consist of, at a minimum, the Moderator/Assistant Moderator of the forum and the leadership of the appropriate committee(s), the Committee Administrator and any participants requesting to be included. The minutes review committee function is to agree on draft meeting minutes prior to the secretaries distribution to the full NIIF. In the absence of a committee agreement, the Committee Administrator will insert all input to the meeting minutes received from the minutes review committee members in the sections under dispute. The draft meeting minutes should be distributed to all NIIF participants within 20 business days after the conclusion of the meeting. As a general matter, the meeting minutes should be reviewed at the next meeting of the NIIF for approval. Revised meeting minutes should be included with the record of the meeting at which they were approved. If the revisions to the draft meeting minutes are minimal, only the revised pages will be reissued. The revised pages shall be noted as revisions to the draft meeting minutes.

In the event that ATIS legal counsel, upon review of any minutes should recommend any changes to the minutes, such recommendations should immediately be referred back to the forum for approval by the participants prior to the minutes being changed and issued.

7.4 Draft Documents

This section outlines the requirements associated with draft documents developed by the NIIF General Session and its standing committees.

At a minimum, all draft documents should have the following information clearly displayed for the users' edification:

- A. "This document is considered to be a DRAFT working document and does not represent a consensus agreement by the NIIF."
- B. The above mentioned disclaimer shall be centered at the bottom of each page.
- C. Each page of the draft document shall have a revision number and latest revision date.
- D. All draft documents will also have a header, that should include the following information and be laid out as follows:
 - Network Interconnection Interoperability Forum
 - (Name of Document (Subject))
 - Issue Number
 - Date of Issue
- ** This information shall be at the top right hand side of the document
- E. When a draft document is placed on the NIIF page within the ATIS web site, it may be password protected as determined by committee.

7.5 Final Documents

This section identifies where final documentation of the NIIF can be obtained.

Once consensus has been reached on an issue that results in the publication of a document, these documents are obtainable on the NIIF page within the ATIS web site at <http://atis.org/clc/niif/niifdocs.htm>.

7.6 Contributions

This section covers the submission and use of contributions that are provided to the NIIF General Session or its standing committees.

A contribution may be considered to be a draft proposal containing information pertinent to an issue under discussion as a public document for use by the NIIF. This contribution may be subject to modification by the committee to assist in the reconciliation of an issue.

Participants are encouraged to provide contributions electronically to the NIIF Committee Administrator prior to the committee meeting for electronic distribution.

The person bringing in a contribution to a committee meeting should provide a copy of the contribution on view graphs, at least fifty (50) paper copies for the participants and a "soft" copy of the contribution on a diskette (3 1/2", 1.44Mb, Microsoft Word 6.0, PC format).

Contributors should include their name, company name, date and related issue number with appropriate contact information on their contribution.

Contributions should be identified at the beginning of the meeting whenever possible.

Once a contribution has been submitted to the NIIF, the content may be utilized for what purpose the forum participants deem necessary (e.g., generate additional discussion, stimulate additional contributions, or be used as a straw proposal).

7.7 Position Papers

This section will outline the need for and handling of position papers.

When a document is submitted as a Company Position, such document should be so identified. Position papers are not for upgrading or changing by the forum in any manner, unless authorized by the company representative or designee.

Position papers should be related to an issue currently being worked by the forum and be accepted as related to the topic of the issue discussion by the forum.

An example of the cover page of a position paper is outlined in Attachment H (NIAC specific documentation).

The following disclaimer should be included on all of the pages of a companies position paper:

“This document is a submission to issue (number) by (company name) and does not represent consensus of the NIIF.”

7.8 Liaisons

There are three types of liaison correspondence:

1. External liaison, which is information sent to an organization/entity outside of the CLC forum structure
2. Internal liaison which is information sent to a forum or committee under the CLC
3. Referred-in liaison, which may be internal (information sent from inside the CLC) or external (information sent from outside the CLC).

7.8.1 All liaison correspondence that is generated by the committees of the NIIF will be approved by the NIIF General Session and signed by the Moderator and Assistant Moderator prior to being transmitted.

7.8.2 All liaison correspondence received by the NIIF or its sub-tending committees will be treated as input for committee deliberations and is not subject to change in any manner.